

Office Program Assistant (Kenora)

Position Details

Position Information

Position Title Office Program Assistant (Kenora)

Posting Type Temporary

End Date (if applicable) 08/30/2024

Classification Title App G Student

Pay Band 1

Min Salary \$16.55

Max Salary \$16.55

Position Summary Duties and responsibilities will include:

- Preparing and distributing materials.
- Assisting with application and registration inquiries.
- Creating files for upcoming programs.
- Assisting in the preparation of materials and plans for orientations.
- Updating bulletin boards.
- Helping in the preparation and delivery of programs and events.
- Providing basic office support and services to students, staff and instructors including but not limited to photocopying, faxing, typing, answering phones, and filing.
- Completing COVID Screening of students/staff at the Campus (if/as required)
- Other duties as assigned.

Location/Campus Lake of the Woods Campus

Education

Minimum level of formal education required for the position Partial Secondary School Completion

Specific course(s), certification, qualification, formal training or accreditation required for the position

Additional Requirements

- Excellent organizational and communication skills;
- Ability to problem-solve, take initiative and be a team player;
- Ability to take direction from staff and instructors; and
- Excellent customer service skills.

Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2023-24 academic year (minimum – attending entire winter 2024 semester). *Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;

- Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;
- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;

Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position Less than one (1) year

Type of Experience

Posting Detail Information

Posting Number SU-P-24-90P

Close Date 03/10/2024

Reference Collection Settings

Reference Collection Settings

Minimum Requests 0

Maximum Requests

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please indicate if you are enrolled as an international or domestic student.
 - o international student
 - o domestic student

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None